



United States Department of State

Personal Preparedness Plan

Prepare for
an unexpected
departure from post

A publication of the Family Liaison Office (FLO)

Personal Preparedness Plan

Prepare for an unexpected departure from post

USG employees and family members live with the possibility of a sudden departure from an overseas post – caused by political unrest, natural disaster, a death in the family, divorce, a family member in crisis, or a medical emergency. Whether you leave post unexpectedly due to an evacuation or a personal matter, a personal preparedness plan can help. Make a plan, be prepared and stay informed.

The Family Liaison Office (FLO) provides guidance and referrals. If you have to leave post suddenly, contact us:

FLO Crisis Management and Support

www.state.gov/m/dghr/flo/c1960.htm

Email: FLOAskEvacuations@state.gov or

FLOAskSupportServices@state.gov

Phone: (202) 647-1076; (800) 440-0397

Before going overseas on assignment:

- Make a list of the following information for each family member. Leave a copy with a trusted person in the US. Keep this information up-to-date and carry it with you when moving from one locale to another.
 - ❑ Passport information: passport number and date of issue
 - ❑ Visa information for non-US citizen family members for entry into the US
 - ❑ US driver's license numbers
 - ❑ Social Security numbers
 - ❑ Bank account numbers

- ☐ Credit card numbers
 - ☐ Insurance policy numbers
 - ☐ Car registration, title, serial number and car insurance
 - ☐ Current prescriptions, including eyeglasses and contact lenses
 - ☐ Immunization record or shot cards
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- Acquire a safe deposit box in the United States. Copy the documents you will need at post and leave the originals in the safe deposit box:
 - ☐ Copy of will(s). Originals should be left with lawyer or executor, not in the safe deposit box
 - ☐ Notarized Power of attorney
 - ☐ Birth and marriage certificates
 - ☐ Naturalization papers
 - ☐ Deeds
 - ☐ Mortgages
 - ☐ Stocks and bonds (or leave with broker in case you want to sell)
 - ☐ Insurance papers – life, car, house, medical, and household effects (HHE)
 - ☐ Current household effects inventory
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- Discuss with your immediate and extended family what they should do in case of an emergency (evacuation, hostage taking, illness, or death). Provide them with emergency telephone numbers for your agency.
 - Keep an up-to-date locator card in the Department's Employee Services Center or with your agency.
 - Take the Security Overseas Seminar (SOS) prior to the first overseas assignment and an update every five years thereafter.
 - Execute a Power of Attorney for each adult family member; have notarized copies.
 - Employees and family members should establish individual credit cards for emergencies.

- If you establish a joint checking account, get an ATM card that can be used worldwide.
- Whenever possible, create online automatic banking, including direct deposit of paychecks and bill payments.
- Purchase medical evacuation insurance for Members of Household.
- Purchase personal property insurance for your storage and your HHE, making sure it provides adequate coverage for all events including flooding and acts of war.
- Decide what to take to post and what to put into storage. Consider storing items that can't be replaced, including sentimental photos. Keep a photo inventory of all your possessions, including valuables such as artwork and jewelry.
- Update all personal address lists and make an electronic copy for safe storage in the US.
- Hand-carry employment documents for adult family members including resumes, references, and SF-50 personnel actions. Keep duplicates in the US.
- Hand-carry school records, report cards, test scores, current samples of work, IDPs for special needs children.
- Pack some seasonal clothing, winter and summer, regardless of post.

When you arrive at post:

- Attend the post security briefing.
- Attend a personal preparedness workshop.
- Discuss and practice emergency drills with your family.
- Be aware of the warden system at post. Know who your warden is and ensure that your family contact information is current and accurate.

- Put checks, credit cards, traveler's checks, and cash in a secure place.
- Ensure passports and visas are valid.
- Provide your child's emergency contact at school with emergency contact information.
- Give household employees their own personal preparedness plan with instructions and essential telephone numbers. Establish a plan for household employees in the case of emergency.
- Get to know your neighbors early; this may prove helpful in the case of an emergency.
- Learn the location and routes to the hospital, police station, and embassy.
- Make advance arrangements for your pets. The US Government does not evacuate pets.
- Familiarize yourself with the basic procedures for sheltering-in-place during an emergency. Ensure you have an emergency supply/first-aid kit.
- Choose a safehaven location and notify HR and the CLO.
- Arrange for pick up or forwarding of mail.
- Keep an emergency suitcase packed for each family member. Make a list of items to include in your carry-on. Ideally, all your important financial, medical, and legal documents are up-to-date and ready to go. Remember the safe deposit box keys!

When an evacuation is a possibility:

Evacuation from post will be either an *authorized* or *ordered departure*. Authorized departure is a voluntary departure for official family members and non-emergency direct-hire employees. Ordered departure is not voluntary and family members and non-emergency

staff are ordered to depart post on evacuation status. In the event of either an authorized or ordered departure:

- Make travel arrangements for Members of Household.
- Follow the emergency evacuation plan for your post. If you are evacuated, remember to pack your evacuation travel orders.
- Follow evacuation orders to your safehaven. Employees must report to duty at headquarters.
- Apply for Subsistence Expense Allowance (SEA).
- Read FLO's *Welcome Back!* information guide for evacuees at: www.state.gov/documents/organization/2115.pdf.
- Plan for an extended time away from post.
- Provide the Family Liaison Office (FLO) with your contact information:
Phone: (202) 647-1076; (800) 440-0397
Email: FLOAskEvacuations@state.gov
- Keep in touch with FLO. Many CLOs continue to provide support to their communities throughout the evacuation and FLO can help you stay connected.

When you leave post unexpectedly for a personal reasons:

In the event of a medical emergency, divorce, or family situation:

- Get guidance and referrals from the Family Liaison Office, whatever the reason for your departure from post.
- If you would like additional local support, contact the CLO or a trusted friend/colleague.

Conclusion:

Whatever the circumstances, personal, political, family, and medical emergencies are even more complicated when they happen at post overseas. Being prepared will help you cope. In one year alone, more than 600 people were faced with a sudden departure from post and 11 posts were under *ordered* or *authorized departure*. No matter how calm things are at your post, you should not be lulled into thinking that “it can’t happen here.” A personal preparedness plan as described in this booklet will help you and your family be ready if you should leave post at a moment’s notice. Whatever the reason for your sudden departure from post, FLO can help. Contact us!

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FLO

U.S. DEPARTMENT OF STATE

Advocacy Programs Services

Family Liaison Office (FLO)

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